

**CITY OF BRIDGEPORT
BRIDGEPORT PUBLIC LIBRARY
CIVIL SERVICE POSITION REQUEST FORM**

DATE OF REQUEST:

DEPARTMENT NAME:

ACCT NO: #01700000

JOB TITLE:

PROPOSED START DATE:

SALARY: \$

ANNUALLY:

HOURLY:

ELIGIBILITY FOR BENEFITS: YES :

NO:

UNION AFFILIATION:

HOURS PER WEEK: FULL TIME:

PART TIME:

SEASONAL:

REQUEST AUTHORIZATION - NEW POSITION: REPLACEMENT: TRANSFER:

SEASONAL/TEMPORARY, EST. LENGTH OF EMPLOYMENT:

PREVIOUS EMPLOYEE IN POSITION:

SALARY:

REASON FOR VACANCY:

**EXPLAIN THE NEED FOR THE REQUEST AND THE DUTIES TO BE PERFORMED.
ATTACH JOB DESCRIPTION:**

**CERTIFICATION OF
APPOINTING AUTHORITY**

I hereby certify that the above request is necessary for properly and effectively carrying on the work of this department, and that the necessary appropriations have been made or funds can be made available for such service.

Signature:
Print Name:
Title:

OPM:
AVAIL FUNDS Y/N
GRANT FUNDED:
ACCT#:
GENERAL FUND:
ACCT#:

(1) OPM Director

Signature: Date

CIVIL SERVICE WILL
CONTACT APPOINTING
AUTHORITY AFTER ALL
SIGNATURES HAVE BEEN
OBTAINED

**CERTIFICATION OF CIVIL
SERVICE**

We hereby certify that this request has been investigated and find that the filling of this position is necessary to properly and effectively carry on the work of the department.

(2) Civil Service

Signature Date

**Copies of approved
positions will be
distributed to the Officer
of the Mayor and Chief
Administrative Officer**